

20 March 1979

Classification Review Procedure

CRP 79-25

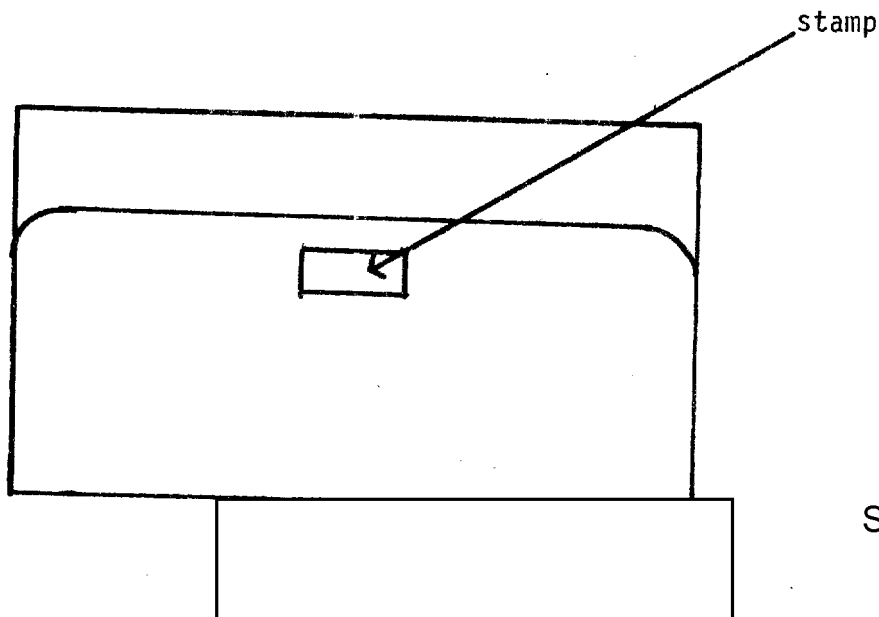
USE OF THE JOB AND BOX NUMBER IDENTIFICATION STAMP

1. Personnel at the Agency Archives and Records Center have informed us that CRG use of the job and box identification stamp on the folders we review would be of help to them. In addition, it would be some insurance against the misplacement of folders when they are removed from boxes for various reasons.

2. Reviewers will, therefore, place the following stamp on each folder reviewed:

JOB # _____
BOX # _____
FOLDER # _____
TOTAL # CIA DOCS.
HEREIN _____

3. It should be placed on the front of the folder in the center of the top edge when the folder is in file position as follows:



STATINTL

Chief,
Classification Review Group

20 March 1979

Classification Review Procedure

CRP 79-24

SPECIAL INDICATOR FOR COMPARTMENTED INFORMATION

1. NFAC components routinely disseminate two versions of many of their publications, a TOP SECRET or SECRET Codeword version containing compartmented information and a non-Codeword version, generally at a lower level of classification. We have found that during the 1950s both versions were occasionally published with the same document number. Although not identical, the two versions nevertheless appear as such on the printout of discrepancies in review action because of the identical document number. Toward the end of the 1950s, this practice was dropped in favor of a separate "SC" numbering system for Codeword publications.

2. It has been decided that some indicator in one of the computer matching fields of form 4023A will be necessary to differentiate between the two versions during the time the same number was used. For Codeword documents, therefore, reviewers will add the indicator "-CW" following the document number on the data input form if the number is not prefixed by the letters SC.

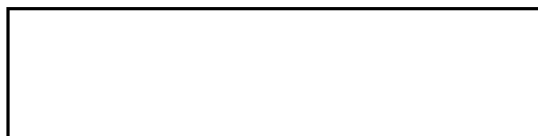
Examples:

On the non-Codeword version: OCI No. 54-78

On the Codeword version: OCI No. 54-78-CW

On the non-Codeword version: 110

On the Codeword version: 110-CW



Chief,
Classification Review Group

STATINTL